

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	<u>11-30-2016</u>	<u>11-30-2016</u>	215-4
SUBJECT Policy Series 200: Employee Guidelines 215 – Claims for Damage to Personal Property				AMENDS
REFERENCE		RESCINDS PPBM 215-3		

I. INTRODUCTION

The department will consider claims for reimbursement from members who, while in the performance of official duties, sustain damage to their personal property. Members are reminded not to wear items which are expensive or of sentimental value while on duty.

II. POLICY

- A. An investigation into the circumstances surrounding the loss or damage will be conducted by the member's supervisor or commander.
- B. Contributory negligence on the part of the member will result in disapproval of the request for reimbursement.
- C. Claims for repair or replacement of flashlights or other personal items of equipment, damaged or lost while in the performance of official duties, will not be considered for reimbursement.
- D. Claims received for repair or replacement of personal items of clothing, eyeglasses, watches, etc., damaged while in the performance of official duties will be considered on a case by case basis. Reimbursement for the repair or replacement of watches will not exceed \$50.

III. PROCEDURE

- A. A member will prepare an Interdepartment Communication, Form 191 P.D., to report the damage or loss of personal property, including all pertinent information relating to the incident. The Interdepartment Communication, Form 191 P.D., will then be forwarded through the chain of command to their Bureau Commander. A receipt for the cost of repair or replacement of the item will be attached.
- B. After the request is reviewed and recommendations are made by the member's chain of command, the Bureau Commander will review the request and make a final determination.
 - *1. When a reimbursement is disapproved, the Bureau Commander will indicate the reason for disapproval and return the Interdepartment Communication, Form 191 P.D., through the chain of command to the member's supervisor.

The member's immediate supervisor will:

- a. Notify the member.
 - b. File the original Interdepartment Communication, Form 191 P.D., in the member's unit jacket.
2. When reimbursement is approved, the Bureau Commander will:
- a. Forward the approved original Interdepartment Communication, Form 191 P.D., to the Executive Services Bureau.
 - *b. Forward a copy of the approved Interdepartment Communication, Form 191 P.D., to the member's supervisor.
3. The member's immediate supervisor will:
- a. Notify the member.
 - b. File the copy of the Interdepartment Communication, Form 191 P.D., in the member's unit jacket.
4. The Executive Services Bureau Commander will forward the approved original Interdepartment Communication, Form 191 P.D., to the Accounting and Payroll Section.
5. The Accounting and Payroll Section will reimburse the member by check and forward the approved original Interdepartment Communication, Form 191 P.D., to the Personnel Records Section.
6. The Personnel Records Section will file the original Interdepartment Communication, Form 191 P.D., in the member's department jacket.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 201__.

Michael Rader
Board President

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